

## ABSENCES FROM QUARTERS

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Any time you are away from your quarters it is your responsibility to ensure that the grass is mowed, your pets have a caretaker, newspapers or flyers are removed from your step or door, and to make sure emergency maintenance work is completed.

**If you are going to be away for more than seven (7) days** you are responsible for coordinating with an adult neighbor or friend to look after “your home” during the time you will be gone. Be sure that the person you are appointing is responsible and willing to take on this responsibility. Verify that your spouse or designated person has Power of Attorney (POA) that covers all necessary actions, i.e. service orders, packing of household goods or care of pets, etc. **This person must also have keys to your home;** Housing is unable to allow another individual into your home in your absence. Housing requires copies of Power of Attorneys (POA) in your file in case of emergency during your absence.

**Please provide Family Housing and your Senior Occupant with the name of your point of contact,** the signature of the point of contact accepting the responsibility for “your home”, and a day/night telephone number in case a problem arises. **If the person is staying in “your home” while you are gone, you must notify Housing first.** Ensure your point of contact knows where to call to report maintenance problems or emergencies. The Military Police will provide courtesy security and fire checks if you contact them at 384-0823. Please remember to notify the Post Office to hold your mail. If you are receiving the newspaper, stop delivery or make arrangements for their collection, if you do not want your point of contact to receive these items for you.

If you are being deployed you should ensure your spouse is familiar with this Resident's Handbook, the circuit breaker, garbage collection information, lawn maintenance, Self-Help maintenance requirements, and a point of contact of your Company's Rear Detachment for assistance in making Self-Help repairs.

If you will be clearing within 60 days after your deployment your spouse should contact the Housing Office to set up your Housing Out-processing Briefing. At this briefing your Pre-Termination and Final Housing Inspections will be scheduled. You **DO NOT** have to have your orders in hand to make these appointments. If the quarters will be terminated while the sponsor is away, the spouse must have a Power of Attorney to effect the shipment of household goods.